

GOVERNOR'S OFFICE OF EMERGENCY SERVICES
State Continuity Maintenance Program Initiative
Frequently Asked Questions
(FAQs)

What is the new Continuity Maintenance Program Initiative?

The new Continuity Maintenance Program Initiative was first introduced and described in the updated *Continuity Planning Guidance and Plan Template (December 2009)*. It announced that, beginning in 2010, a Continuity Plan Evaluation Checklist (available on the Cal OES Continuity webpage) is to be completed annually by the agency's/department's continuity planning team and signed by the director. The Continuity Plan Evaluation Checklist is a self-certification that an agency has developed and is maintaining a continuity plan that reflects the most current state and federal continuity planning standards and best practices. The Checklist documents the organization's Continuity Program and Plan status. The due dates for the checklists are based on the Office of Information Security submission schedule for Disaster Recovery Plans.

Why are agencies and departments being asked to complete the self-certification checklist on an annual basis?

Continuity plans and programs are dynamic and require regular updating to reflect changes in the organization (e.g., staffing, structure, functions, equipment, communications, leadership, and resources). In order to ensure that departments and agencies are updating their plans and maintaining a baseline of capability in all the key planning element areas, an annual self-assessment/self-certification program was established. The checklist is included in the updated *Continuity Planning Guidance and Plan Template (December 2009)* and also available on the [Cal OES web site](#).

Who did Cal OES notify within State Agencies of the release of the updated Continuity Guidelines and the new Maintenance Program initiative?

Cal OES sent a letter to all State Agency Secretaries, dated December 14, 2009, announcing the publication and availability of the updated *Continuity Planning Guidance and Plan Template (December 2009)*. The letter also notified the Agency Secretaries of the Continuity Maintenance Program initiative to be implemented in 2010. A link to a copy of the letter to Agency Secretaries is available on the Cal OES Continuity web page.

What is the deadline for the submittal of the completed Continuity Evaluation Checklists?

Beginning in 2010, the Continuity Plan Evaluation Checklist is to be completed by the agency's continuity planning team and signed by the secretary/director. The Continuity Plan Approvals page is used to indicate that the organization's senior level officials have read the Continuity Plan and understand their roles and responsibilities should the organization's business essential functions be disrupted. The Checklist should then be mailed to Cal OES according to the Continuity Planning Guidance Document. Schedule for submission is contained within the guidance and provided for quick reference below. If there are agencies that are not listed on the Schedule, please contact Cal OES Continuity Program at Continuity@caloes.ca.gov or (916) 845-8783 or (916) 845-8829.

Where should the completed Continuity Evaluation Checklists be mailed?

The Checklists should be emailed or mailed to the following address:

Continuity@caloes.ca.gov

or

California Governor's Office of Emergency Services
Preparedness Division
Continuity Program Coordinator
3650 Schriever Avenue
Mather, CA 95655

Are agencies/departments required to submit their updated Continuity Plan with the completed Checklist?

No, agencies/departments are only being asked to submit a completed Checklist that accurately documents the status of their Continuity Plan and Program. Please do not include your Continuity Plan with your submittal.

What will Cal OES do with the Continuity Plan Evaluation Checklists once they are received?

Cal OES will review and analyze the submitted Checklists to identify levels of completeness and planning gaps. Based on the outcome of the analysis, an After Action Review/ Corrective Action/Improvement Plan will be created and used by the Continuity Program to implement needed changes to the program and supplements to current guidance. A narrative of the results will be developed in order to report the overall status of State level Continuity Planning to the Cal OES Executive Office. This internal/informal

program analysis will be completed annually. The review process will be conducted by Cal OES's Continuity Program Manager and Program Planner.

If agency/department continuity planners have any feedback or suggestions for the Continuity Program, or want to share best practices or lessons learned, please direct your comments to Continuity@caloes.ca.gov or contact Jeff Newman at (916) 845-8829 or Diane Kuncz (916) 845-8783.

Will departments receive any feedback on their Checklist by Cal OES?

Feedback will be provided to departments upon request. Contact Jeff Newman at (916) 845-8829 or Diane Kuncz at (916) 845-8783 for information.

As a result of the recent publication of the revised Continuity Planning Guidance and Plan Template, do agency/department Continuity Plans have to be reformatted to be consistent with this current template?

Agency/Department Continuity Plans do not need to use or be consistent with the format proposed in the *Continuity Planning Guidance and Plan Template*. The only imperative is that Continuity Plans address all ten crucial planning elements of the State continuity model. The Checklist is a useful tool to ensure that Continuity Plans are complete.

What is the role of Cal OES in the State Continuity Program?

In 2006, Governor Schwarzenegger released Executive Order S-04-06, which required OES (Cal OES) to provide Continuity planning guidelines for state and local agencies to use to update their Continuity of Operations/Continuity of Government plans. The Executive Order also required that Executive Branch agency plans be consistent with the guidance promulgated by OES (Cal OES).

The ongoing role of Cal OES is to continue to provide guidance and best practices to assist State agencies and departments with the maintenance of their Continuity plans and programs.

Who can we contact within Cal OES if we have further questions about the new Maintenance Initiative?

Any questions concerning the Continuity Program can be directed to Continuity@caloes.ca.gov or Jeff Newman at (916) 845-8829 or Diane Kuncz (916) 845-8783.